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12 JUN 1962

MEMORANDUM FOR: Support and Administrative Officers

SUBJECT : Revised Cost Center Numbers for 1963 Fiscal Year for Individuals Recently Reassigned

1. The recent realignments of certain Agency offices have resulted in many individuals being identified to new offices and components. This Office needs, for payroll and expense recording purposes, the cost center account numbers to which such individuals will be assigned in fiscal year 1963. Information is NOT needed in cases where the only change in the cost center number is the fiscal year designator; such changes will be made automatically.

2. Please provide the information requested below for individuals who will be identified in fiscal year 1963 to a cost center number which is different (disregarding the fiscal year designator) from the cost center number to which they were identified at the close of fiscal year 1962. THIS INFORMATION MUST BE RECEIVED NO LATER THAN 27 JUNE 1962 to be effective for the first pay period ending in fiscal year 1963.

a. For individuals paid from vouchered funds -

- (1) If ALL individuals assigned to a particular cost center number will be reassigned en bloc to a new cost center number, prepare a list showing the 1962 cost center number and the 1963 cost center number TO which they will be assigned, e.g.:

<u>FROM</u>	<u>TO</u>
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Individuals' names are not required.

- (2) Prepare a list of all other individuals who will be reassigned to a new or different cost center number in fiscal year 1963, showing:

Employee Serial No.	FY 1963 Cost Center No.	Employee Name
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- (3) Send the originals of the lists to the Chief, ADPD, Attention:

- (4) Send a copy of the lists to Chief, Payroll Branch, Fiscal Division, Room 352, South Building.

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b. For individuals paid from confidential funds -

- (1) If ALL individuals assigned to a particular cost center number will be reassigned en bloc to a new cost center number, prepare a list showing the 1962 cost center number and the 1963 cost center number TO which they will be assigned. Individual names are not required.
- (2) Prepare a list of all other individuals who will be reassigned to a new or different cost center number in fiscal year 1963, showing:

Employee Serial No.	Employee Name	Old Cost Center No.	New (1963) Cost Center No.
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- (3) Send the original and two copies of the lists to Chief, Compensation and Tax Accounts Branch, Finance Division, Room 6E-47, Headquarters Building.

3. If requests for personnel actions have been or may be forwarded to the Office of Personnel before 29 June 1962 for employees who will be reassigned to different cost centers in fiscal year 1963, take action as follows:

- a. Report the employee concerned on the appropriate list as requested in paragraph 2a(2) or 2b(2) above.
- b. Notify the Chief, Transactions and Records Branch, Office of Personnel. ( ) on or before 29 June 1962 of the applicable 1963 cost center number for any request for personnel action showing a 1962 number that is in process but not authenticated as evidenced by receipt of a copy of the official personnel action by the time your lists are prepared.
- c. Use the 1963 cost center number on each request for personnel action prepared on or after the date of receipt of this memorandum.

4. Discrepancies in fiscal year 1963 cost center numbers which are evident after the first pay period in fiscal year 1963 should be corrected immediately by preparing lists of correct cost center numbers for those individuals concerned and forwarding the lists as outlined in paragraphs 2a(2), (3) and (4) and 2b(2) and (3) above.

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5. Questions concerning this request may be referred to:

- a.  (for vouchered funds), or  
b.  or confidential funds).

Deputy Comptroller

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Director of Personnel

12 June 1962  
Date